

**LINCOLN HOUSING COMMISSION**  
**Public Meeting Minutes**  
**Wednesday, September 9, 2020 7:30 p.m.**  
**Virtual Meeting Pursuant to Gov. Baker's March 12, 2020**  
**Order Suspending Certain Provisions of the Open Meeting Law**

Present: Victoria Benalfew, Diana Chirita, Evan Gorman (Vice-Chair) and Allen Vander Meulen (Chair). Housing Commission member Keith Gilbert and Administrative Assistant Elaine Carroll were not present. The meeting was called to order at 7:38pm.

**1) Status of COVID Related Housing Emergency Relief Discussions w/COA**

Allen reported that he exchanged emails with new COA Director Abigail Butt about helping them seek additional funding for Emergency Housing Assistance for those impacted by the COVID shutdown. Abigail said the COA could definitely use the help and would like to meet. Allen has been unable to make further progress due to a more complex and extensive set of funding options than we realized, and being buried with other responsibilities at the moment.

The next Liaison to the COA should probably take this on. Keith Gilbert has expressed interest in the COA, and so might be a good choice to replace Diana. However in his absence, this issue is tabled until the next meeting.

**2) Status of Meeting with Tom Stanley regarding AAA Property Tax Rebate**

Allen and Pam met with State Rep. Tom Stanley on Tuesday (September 8<sup>th</sup>). Tom said the bill was making steady progress through the legislative process; moving steadily forward until the COVID-19 shutdown occurred, which has slowed everything down. The wholesale rewrite of the original bill that occurred in late 2017 was all done within one committee, which Tom has been able to work around. In Tom and Allen's recollection, the current version of the bill (H.2645) is unchanged from what was approved at the 2017 Town meeting, although the 3 year sunset clause we previously agreed-to may have been added. Tom still hopes to see the bill approved sometime this fall, and committed to keeping us updated on its progress.

**3) Status of replacement for Diana**

Allen reported that he had heard that Jennifer Glass has been talking to people about a replacement for Diana on the Housing Commission, but he has not talked with her directly about it. The other Housing Commission members had no specific suggestions for possible recruits, and those we have talked with in the recent past are all unavailable due to other commitments.

Evan suggested the HC post an ad on LincolnTalk or the Lincoln Squirrel, as other Boards and Commissions have done in the past. It was agreed that Allen will send a note to Jennifer (or whichever BoS Member is now the Liaison to the Housing Commission) to check on the status of a new HC member. If none are in process, then we will post an Ad.

**4) Review of Task/Liaison assignments**

The current list of assignments and what they entail was reviewed, but in Keith's absence, and given Diana's likely departure in the near future, it was decided to make no changes at this time.

## **5) Maintenance Contract & Repairs – Discussion (Evan)**

It is the Commission's understanding that Gerry O'Doherty's contract is long since past due for being re-bid, per state regulations. Allen will get a copy of the current contract and have it distributed to everyone, and will determine what we need to do with regards to an RFP or re-bid process. We will continue this discussion at the next meeting.

## **6) (Non-Agenda Item) Kitchen repairs at 26 Sunnyside**

Evan reported that the kitchen cabinets at 26 Sunnyside are in terrible condition – rot, insects, unsafe. The stove hood is also not vented to the outside but is one of those filtered self-contained units, and should be replaced if we do the cabinets at the same time.

Gerry O'Doherty provided an estimate \$4,000 for the cabinets themselves; and quoted \$3,500 for doing the demo of the old cabinets and installation of the new ones – including all plumbing and wiring; plus \$450 for parts, \$700 for labor to install the Hood.

This comes to a total of \$8,650, which comes close to the limit for work that can be done without any bids or RFP. We are probably under the dollar amount requirement, but is probably close enough where we may want to do so in case the project amount is more than anticipated.

The Commission members were concerned about whether sufficient money is available in the revolving fund – although we are pretty sure there is more than enough. Bijoy, who was getting the financial reports, is no longer on the commission.

To avoid another month's delay in making decision, Allen moved that the Commission approve up to \$9,500 for Cabinet & Hood replacement at 26 Sunnyside, provided that we do not have to go through an RFP process and also that this disbursement does not drop the revolving fund's balance below \$40,000. The motion was approved by roll call vote unanimously. Evan will contact Elaine to check on whether an RFP or competitive bids are needed and to determine the Revolving Fund's current balance. Allen will also contact Elaine to begin receiving the monthly financial reports.

## **7) Approval of minutes**

The minutes from the May 21 public meeting and the August 5 Public and Executive Sessions were all approved as written in a unanimous roll call vote.

## **8) Scheduling of next meeting**

In a unanimous roll call vote, the Commission approved that our regular meeting schedule will be changed to the 1<sup>ST</sup> Wednesday of each month at 7:30PM. The next Housing Commission meeting will therefore be October 7<sup>th</sup> at 7:30pm.

## **9) Executive Session**

Allen moved that the Commission move into Executive Session per MGL C. 39, s23B Exemption 1: "to comply with a general or special law to protect individuals' privacy under C. 214, & or the public records law" and not return to open meeting. The motion was approved unanimously via a roll call vote and the meeting was adjourned at 8:20pm